

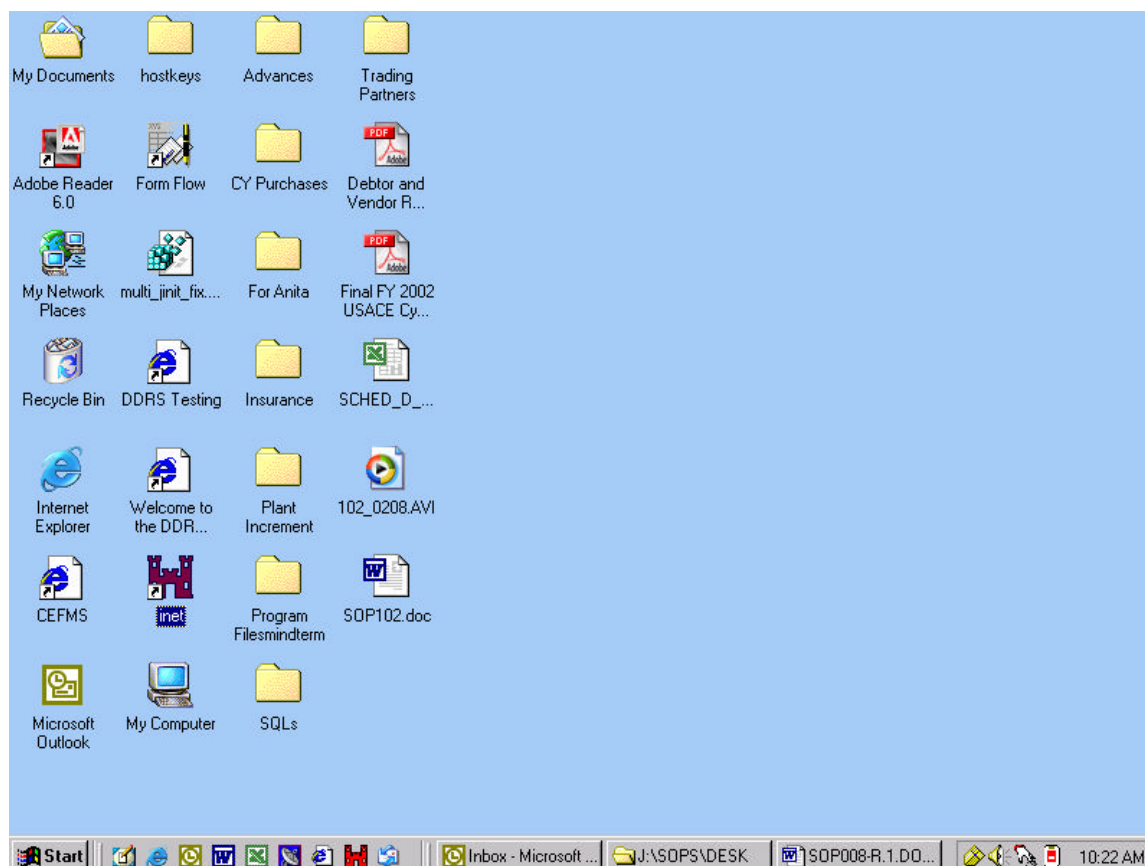
**DESK OPERATING PROCEDURE 008R
CFO/CIVIL REPORTS DIVISION**

**STANDARD GENERAL LEDGER REPORT
BY APPROPRIATION**

The Standard General Ledger (SGL) Report by appropriation is required monthly to furnish data that will cross walk to the Chief Financial Officer (CFO) Statements. It is basically a financial report of a listing of budgetary and proprietary general ledgers at appropriation level with detailed account title and debits and credits of all accounting transactions.

1. CEFMS generates month-end reports for each District/Division/Lab. When finished, the SGL report automatically loads into CEEMIS. No changes or adjustments are made to the data.
2. When all reports have been submitted a consolidated SGL report can be generated. A copy of the monthly consolidated SGL report is maintained in Room 132, Cubicle 9. To generate a consolidated SGL report go to step 7.
3. Reconciliation edits for the SGL report have been established in CEEMIS to assure the integrity and accuracy of financial reporting data. These edits reconcile things such as validity of appropriation, Disbursing Officer's cash, funding, disbursements and collections, advances, debits = credits, and budgetary unexpended balance. The SGL report will have a rejected status if it fails to pass any of these edits.

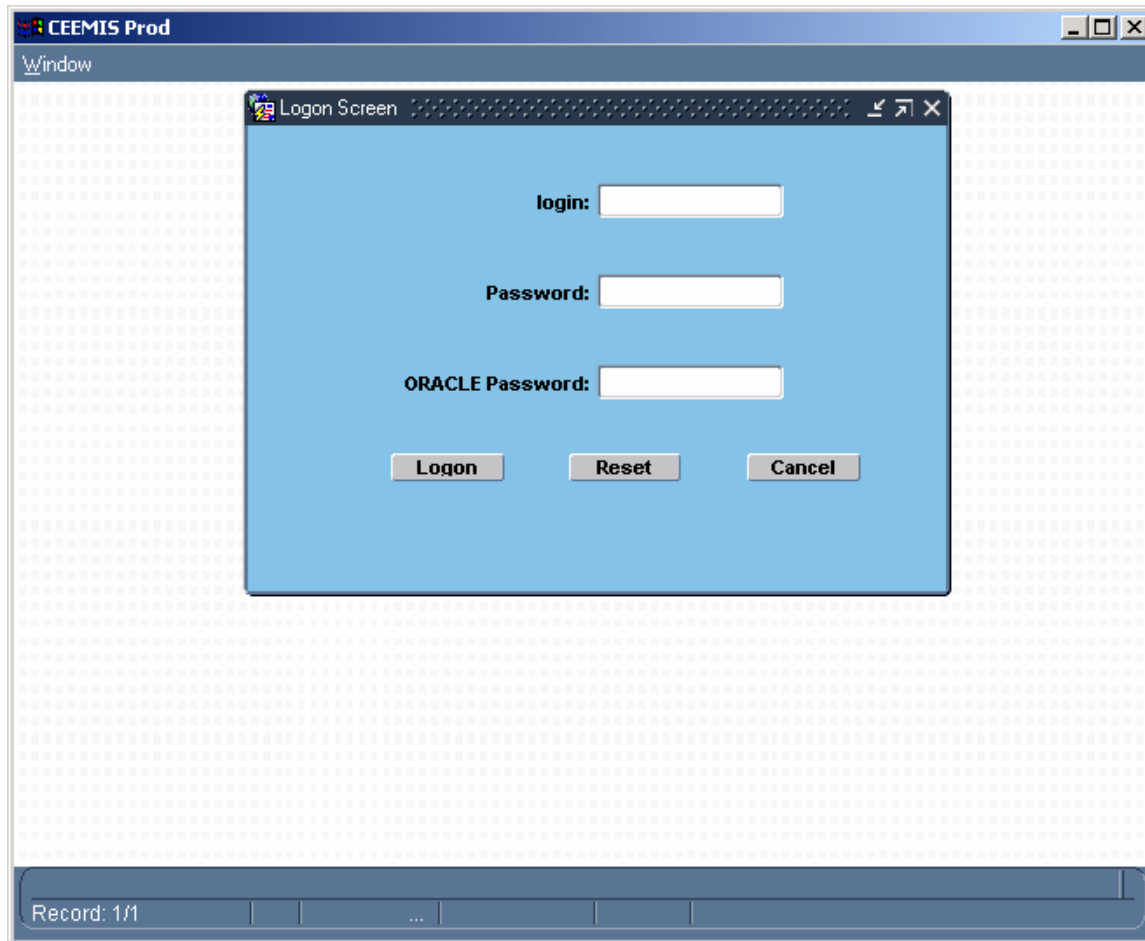
4. Differences on rejected reports are researched and corrective action is recommended and coordinated with the POC for that activity. A list of District/Division/Lab POCs is maintained on 'District POCs.xls' and can be located at J:\SHARED\DOC\CIVIL REPORTS SECTION.
5. When step 4. is completed, a copy of the rejected report and supporting documentation is provided to the CFO team member responsible for consolidating the individual reports. The report status for each activity and all rejects are posted to a monthly status report (i.e. '200403_status.xls' for March 2004). All other outstanding FBWT reconciling items are included in the bottom of this spreadsheet. Other items may include unrecorded Embassy transactions, warrants, SF 1151s, etc.
6. CEEMIS requires monthly reports be finalized with an accepted status. Rejected reports are 'pulled in' by the CFO team member with Oracle role and permission. The status is changed to accepted and the report is closed. A copy of the rejected report with all supporting documentation and the monthly status report is maintained in Room 132, Cubicle 12.
7. Generating a consolidated SGL report.
 - a. Sign on to CEEMIS
 - 1) **Click INET icon**



2) Click “CEEMIS6i” select “CEEMIS Production”

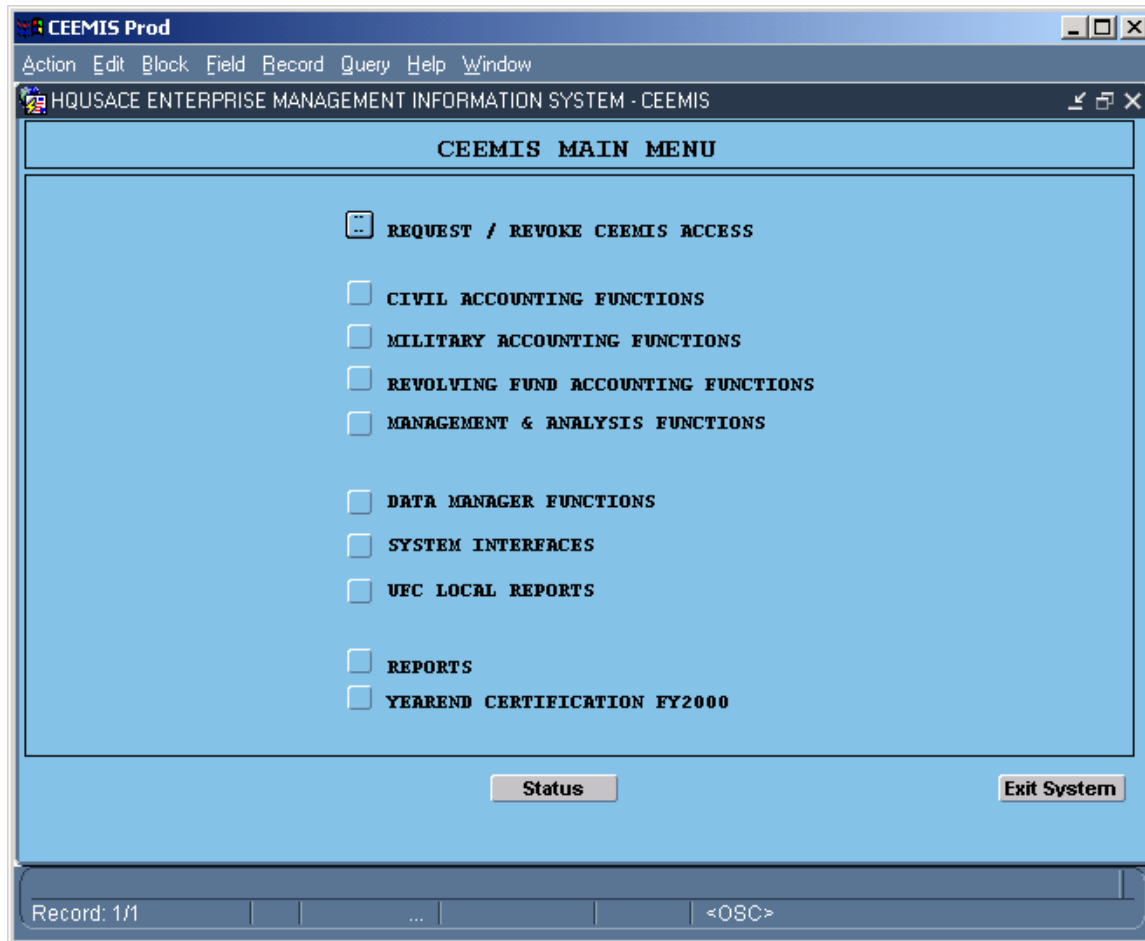


- 3) Use your assigned **ID**, **PASSWORD**, and **ORACLE password**
(from DBA) when prompted.

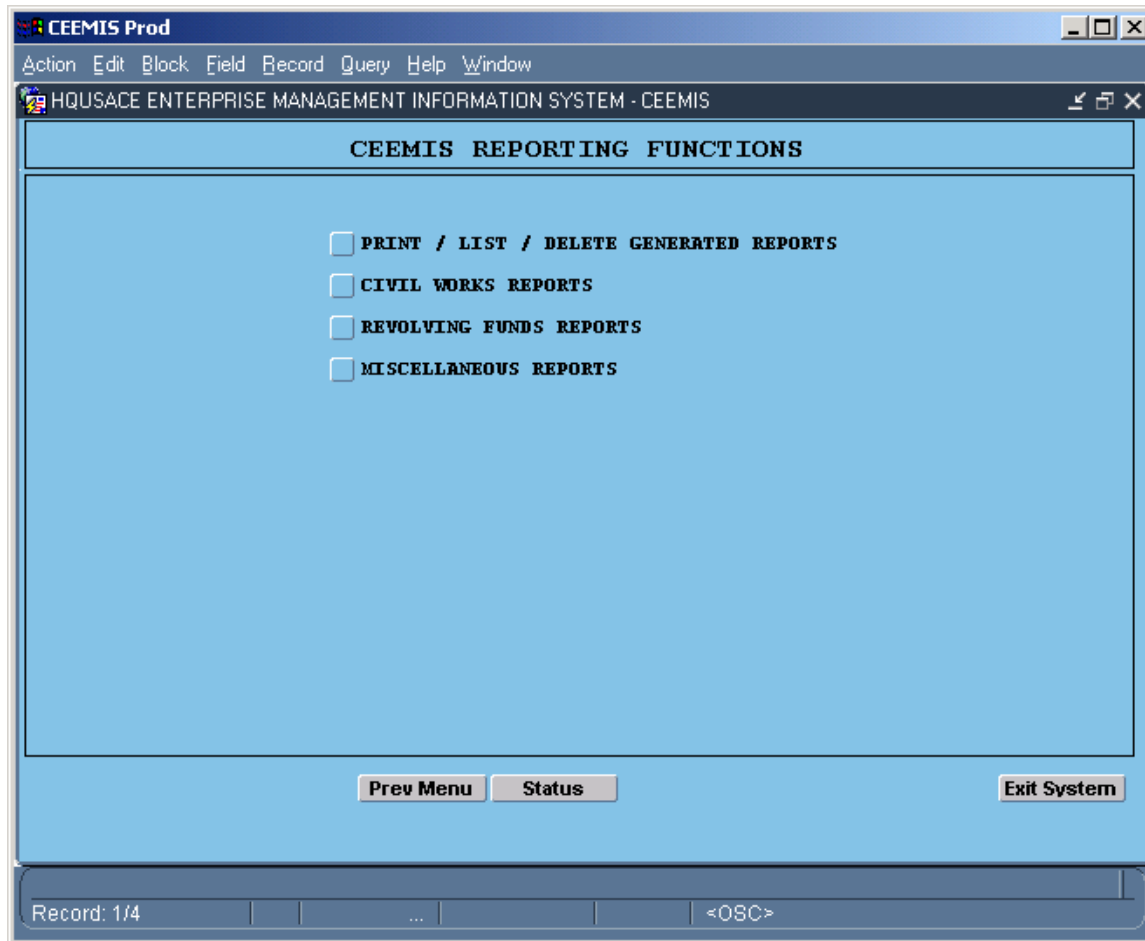


b. Screen navigation

- 1) select **"REPORTS"**



2) select "CIVIL WORKS REPORTS"



3) select **"56Y – GEN LEDGERS BY APPROP – NO LIMIT"**

The screenshot shows a software window titled "CCEMIS Prod" with a menu bar containing "Action", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". Below the menu bar is a header bar that reads "HQSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CCEMIS". The main content area is titled "CIVIL WORKS REPORTS" and contains a list of report options, each preceded by an unchecked checkbox:

- ☐ PRINT/ LIST / DELETE GENERATED REPORTS
- ☐ HQSACE LEVEL - ENG3011A REPORTS
- ☐ SF1219 STATEMENT OF ACCOUNTABILITY
- ☐ SF1220 STATEMENT OF TRANSACTIONS
- ☐ CIVIL GENERAL LEDGERS
- ☐ GENERAL LEDGER DDPS SUMMARY RPT
- ☐ 56Y - GENERAL LEDGERS BY APPROP
- ☐ 56Y - GEN LEDGERS BY APPROP - NO LIMIT
- ☐ ENG3011A - STATUS OF WORK ALLOWANCES
- ☐ SCHED 9 ACCT RECEIVABLE DUE FROM PUBLIC
- ☐ CHECK ISSUE REPORTS
- ☐ CIVIL HISTORICAL REPORTS

At the bottom of the main content area are three buttons: "Prev Menu", "Status", and "Exit System". The bottom status bar displays "Record: 1/12" on the left and "<OSC>" on the right.

- 4) enter appropriate 'Acct Period'
- 5) enter 'Report Level' **CRP**
- 6) enter 'FOA Code' **ZZ**
- 7) select '**Run**' at bottom of screen

CCEMIS Prod

Action Edit Block Field Record Query Help Window

HQUISACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CCEMIS

56Y - GEN LEDGERS BY APPROP - NO LIMIT

Acct Period: 200403 Report Level: CRP FOA Code: 22 Report Phase: FINAL VER...

STANDARD REPORT OPTIONS

Appropriation: Dept: ☐ Trans Dept: ☐ Fiscal Year: ☐ Symbol: ☐ Limitation: ☐

Allotment Code: Amsco Code: Program Year:

Operating Agency: ☐ FSN Code: Disbursing Station:

CFO REPORT OPTIONS

Report Close Phase Type, Leave Null for Normal Monthly Report:

(C)ivil, (R)evolving Fund or (A)ll: ☐ JV Status: Certified: ☐

DDRS Program Group: Eliminating Entries: ☐

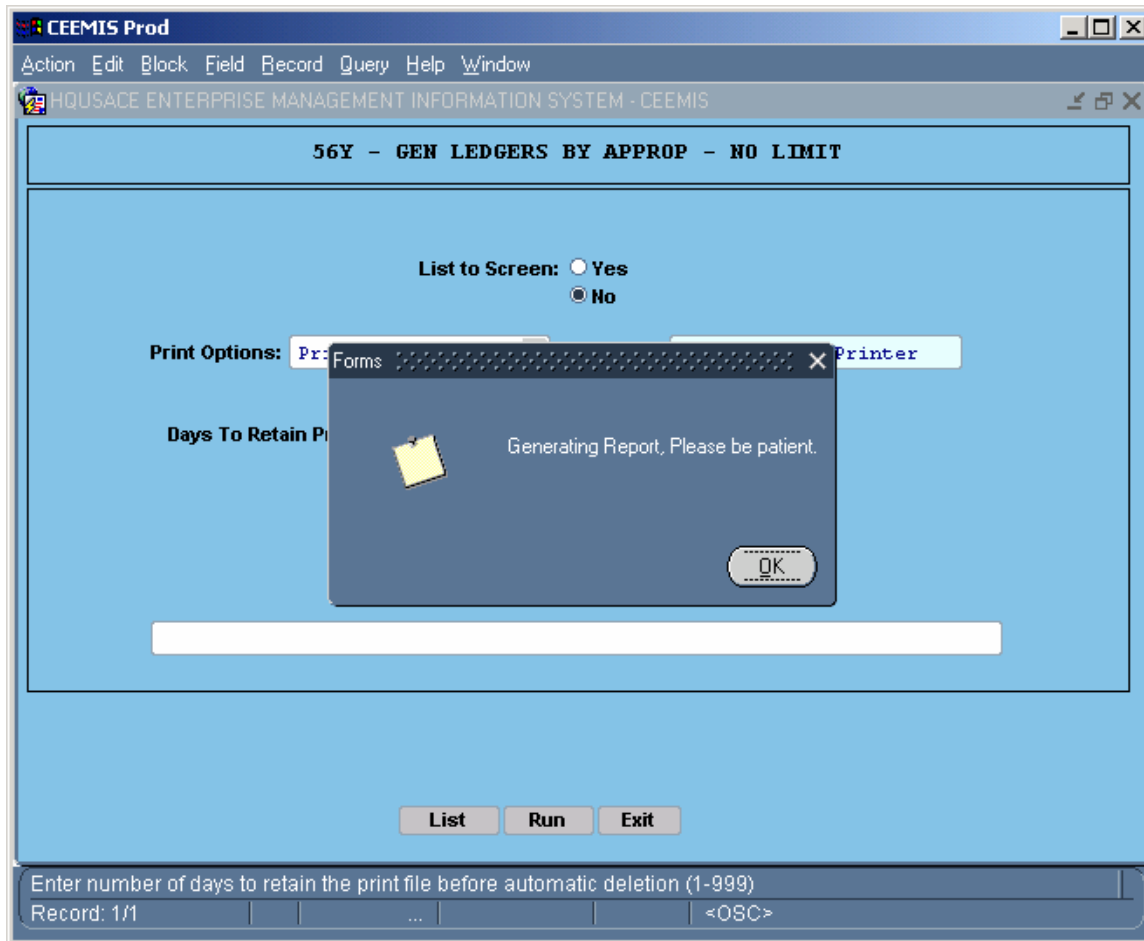
List Run Exit

Record: 1/1 ... <OSC>

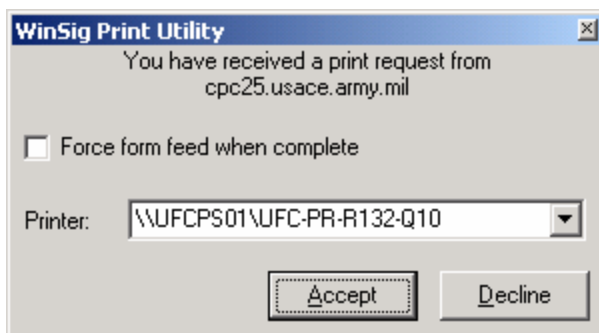
- 8) change **'Print Options'** box to **'Print when comp...'**; select **'Printer'** (press **F4**; select appropriate printer); select **'OK'**; select **'Run'** at bottom of screen

The screenshot shows a Windows-style application window titled "CCEMIS Prod". The menu bar includes "Action", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". The title bar of the main window reads "HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CCEMIS". The main content area has a light blue background and is titled "56Y - GEN LEDGERS BY APPROP - NO LIMIT". It contains several configuration options: "List to Screen:" with radio buttons for "Yes" and "No" (where "No" is selected); "Print Options:" with a dropdown menu showing "Print when comp..."; "Printer:" with a text box containing "WIN_PC_Laser_Printer"; "Days To Retain Print File:" with a text box containing "365"; "Number of Copies:" with a text box containing "1"; and "Banner Page:" with radio buttons for "Yes" and "No" (where "No" is selected). Below these options is a long, empty white rectangular box. At the bottom of the main area are three buttons: "List", "Run", and "Exit". The status bar at the bottom contains the text "Enter number of days to retain the print file before automatic deletion (1-999)", "Record: 1/1", and "<OSC>".

- 9) a box stating **'Generating Report, Please be patient'** will appear,
select **'OK'**



- 10) after a couple of minutes, a **'WinSig Print Utility'** box will appear,
- select **'Accept'** to print the document



Created by: Jeff Heath

Reviewed by: Lynda Locke

Revised by: Candice Smith, Accountant, CFO/Civil Reports Division (March 2004)

Reviewed by: Ellen E. Gibson, Chief, CFO/Civil Reports Division (March 2004)

Approved by: Cynthia R. Blevins, Deputy Director of Accounting (March 2004)